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TO: **Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

FROM: Amy Mendel-Clemens  
Communications Section  
Bureau of Health Care Eligibility

**BHCE/BWP OPERATIONS MEMO**

No.: 03-78

Date: 12/29/2003

Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: HIGH

SUBJECT: **CARES WORK PROGRAM ACTIVITY CODES**

**EFFECTIVE DATE:** January 1, 2004

**PURPOSE**

The purpose of this memo is to inform work program agencies there are changes in the definitions for Job Skills Training, Personal Development and Motivational/Job Readiness activity codes located on WPCS in CARES. There is also an additional code being added to the activity code table for ongoing medical appointments.

**BACKGROUND**

The Department of Workforce Development established a list of activity codes for the CARES System to indicate the type of activities participants take part in to advance to unsubsidized employment. As the programs mature, the codes also need to be modified to fit the changing needs of the services and the participants.

These modifications:

- Allow tracking of ongoing medical appointments;
- Allow a worker to properly document, schedule and sanction participants;
- Enable an agency to more precisely track the needs and services of its participants; and
- Allow the Department to accurately plan for the future.

**POLICY**

The Department requires activity codes to be entered into the CARES system. These codes must correlate with, but not necessarily replicate, activities on the Employability Plan and with the actual activities a participant is engaged in.

**CHANGES TO ACTIVITY CODE DEFINITION (CHANGES ARE UNDERLINED)**

**JS - Job Skills Training:** When a participant is engaged in a total of 40 hours or more of classroom training in an approved vocational/occupational program of instruction. Job Skills Training examples include Certified Nursing Assistant (CNA), welding, hospitality, data entry, and other short-term training programs. The training activity must be specific to the participant's immediate employment goal.

**MO - Job Readiness/Motivation:** When participants are engaged in classes/activities specifically designed to assist him/her to prepare for work by learning general workplace expectations, work behavior, pre-employment/retention skills training, and attitudes necessary to compete successfully in the labor market. A motivational program uses various techniques and approaches to build self-esteem and increase self-confidence. Attendance at scheduled sessions, must last one hour or more in length. Job Readiness/Motivation examples include workshops on self-esteem, resume writing workshops, basic computer skills classes, classes on how to use the Internet, workshops on goal setting, etc. A one time, one-hour pep talk is not reported as Job Readiness/Motivation. Job Readiness/Motivation can be assigned up to 40 hours in the first two weeks of a placement, and after that it must be assigned as a work training activity.

**PD - Personal Development:** Activities that promote a healthier lifestyle and will eventually assist the person in obtaining employment. These activities may include, but are not limited to personal journaling, motivational reading, exercise at home, smoking cessation and weight loss promotion. Additional activities that would be appropriate are ongoing support groups for Domestic Violence, Alcoholics Anonymous, Narcotics Anonymous, etc.

**NEW ACTIVITY CODE – AVAILABLE IN CARES ON JANUARY 5, 2004**

**OM - Ongoing Medical:** When a participant is involved in ongoing medical appointments that are not formal assessments.

*This activity is valid for W-2, CF, and FSET*

**IMPACT ON W-2 PERFORMANCE STANDARDS**

Effective January 1, 2004: In order for a W-2 participant to claim a successful completion for Job Skills Training or Job Readiness/Motivation, only the revised activity definitions will count.

## **CONTACTS**

BHCE CARES Information & Problem Resolution Center

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Note: Email contacts are preferred. Thank you.